

U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION:	Recruitment Coordinator
LOCATION:	San Francisco, CA
CLASSIFICATION LEVEL/SALARY:	CL 25 (\$39,272-\$48,713)
CLOSING DATE:	Open until filled <i>Priority consideration given to applications received by September 29, 2006.</i>

ABOUT THE COURT

The Ninth Circuit Court of Appeals hears appeals from the district courts located within its circuit, as well as federal administrative agencies. Main court offices are located in San Francisco, with divisional offices in Pasadena, Seattle and Portland. For more information about the federal court system, please visit: <http://www.uscourts.gov/> The San Francisco court is conveniently located one block from the Civic Center BART/Muni station.

POSITION SUMMARY

The Court's San Francisco Human Resources team provides centralized services to 500+ employees in multiple locations throughout the western U.S., including judges, attorneys and support staff. Under the direct supervision of the Human Resources Manager, you will assist in the full life cycle of recruiting for legal and non-legal positions. This position requires a motivated, highly-organized self-starter with strong interpersonal, presentation and writing skills. Recruitment cycles can vary widely, so a willingness to cross-train and assist in other areas when needed is essential.

REPRESENTATIVE DUTIES

- Write position descriptions
- Post job announcements
- Screen resumes
- Assist in evaluating skill level and qualifications
- Schedule interviews
- Monitor testing
- Conduct reference checks
- Track compliance data
- Track advertising response
- Coordinate and track the annual turnover of approximately 150 law clerks

QUALIFICATIONS

- Minimum 2 years experience in recruitment support
- Ability to communicate well verbally and in writing with all levels of personnel
- Strong customer service ethic
- Demonstrated organizational skills: attention to detail; ability to multitask; great follow through
- Ability to work independently; excellent problem-solving skills
- Proficiency with Windows-based applications, including Access, Excel and PowerPoint
- Collegial and team oriented; pleasant, tactful, discrete and professional at all times

PREFERRED QUALIFICATIONS

- Bachelor's degree
- Prior experience with classification and compensation systems

BENEFITS

- 10 paid holidays per year; 13 sick days accrued per year; up to 13 days of paid vacation for the first three years, increasing thereafter based on tenure
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Flexible benefits program
- Federal retirement system
- Optional: Employer-matching Thrift Savings Plan (similar to a 401K)
- Optional: Long-term disability and long-term care coverage
- Mass transit subsidy
- On-site gym and cafe

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen, or a citizen of a country with a defense treaty with the U.S. who is eligible to work in the U.S. Positions with the U.S. Courts are excepted service, or "at will" appointments, and can be terminated with or without cause by the Court. Employees are hired provisionally pending the results of a background investigation and fingerprinting, and are subject to a probationary period. Direct deposit of pay required.

APPLICATION INFORMATION

Please submit a resume and a detailed cover letter which clearly demonstrates why you are the best person for this position, along with 3 references to:

HR@ca9.uscourts.gov (Be sure to include job code **RC-INT06** in the Subject line).

To ensure consideration, please submit these materials by **Friday, September 29, 2006**. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice.

The U.S. Court of Appeals is an Equal Opportunity Employer